



# WASHOE COUNTY

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## STAFF REPORT

BOARD MEETING DATE: October 14, 2014

CM/ACM LS  
Finance AR  
DA DWV  
Risk Mgt. \_\_\_\_\_  
HR JG  
Other \_\_\_\_\_

**DATE:** September 24, 2014  
**TO:** Board of County Commissioners  
**FROM:** Joey Orduna Hastings, District Court Administrator and Clerk of Court  
(775) 328-3194, [joey.hastings@washoecourts.us](mailto:joey.hastings@washoecourts.us)  
**SUBJECT:** Approve the creation of one (1) full-time Administrative Secretary I/II position for the Second Judicial District Court and reclassify one (1) full-time District Court Clerk II vacant position (70000537) for this purpose effective October 14, 2014, at no additional expense and direct Human Resources and the Comptroller's Office to make the necessary adjustments.  
(All Commission Districts)

### SUMMARY

The proposed Board action is submitted to request that the Board of County Commissioners approve the creation of one (1) full-time Administrative Secretary I/II position for the Second Judicial District Court and reclassify one (1) full-time District Court Clerk II vacant position (70000537) for this purpose effective October 14, 2014, at no additional expense and direct Human Resources and Comptroller's Office to make the necessary adjustments.

### PREVIOUS ACTION

None.

### BACKGROUND

The District Court was awarded a grant from the State Justice Institute to review and recommend "best practices" of case management for probate/trust and guardianship cases. Through this grant, and an independent review from the National Center for State Courts, a critical need was determined for the creation of one (1) Administrative Secretary I/II position to support probate and adult guardianship departments' workload and the respective cases. Therefore, the District Court is requesting that one (1) existing full-time position, number 70000537 – District Court Clerk II – be reclassified to create one (1) new position titled Administrative Secretary I/II. This position will assume a lesser salary range of the District Court Clerk II position (\$31,886.40 - \$52,062.40) and will not require additional funding. The existing position, 70000537 is vacant. The District Court is not releasing its privilege or authority for future reconsideration of

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reverting this proposed position, Administrative Secretary I/II, back to its original classification of District Court Clerk II and its corresponding salary range of \$27,643.20 to \$63,003.20. Or in the alternative, to request additional staffing resources based upon court operational need.

### **FISCAL IMPACT**

There will be no fiscal impact with the creation of one (1) Administrative Secretary I/II position as the position of District Court Clerk II, number 70000537, is vacant. The newly created position of Administrative Secretary I/II will assume a lesser salary range of the District Court Clerk II position of \$31,886.40 - \$52,062.40 and will not require additional funding. This proposed salary range is consistent with the current Administrator Secretary I/II salary range.

### **RECOMMENDATION**

It is requested that the Board of County Commissioners approve the creation of one (1) full-time Administrative Secretary I/II position for the Second Judicial District Court and reclassify one (1) full-time District Court Clerk II vacant position (70000537) for this purpose effective October 14, 2014, at no additional expense and direct Human Resources and Comptroller's Office to make the necessary adjustments.

### **POSSIBLE MOTION**

If the Board agrees with the recommendation, a possible motion would be to approve the creation of one (1) full-time Administrative Secretary I/II position for the Second Judicial District Court and reclassify one (1) full-time District Court Clerk II vacant position (70000537) for this purpose effective October 14, 2014, at no additional expense and direct Human Resources and Comptroller's Office to make the necessary adjustments.

c.c. Chief Judge David Hardy

Joey Orduna Hastings, District Court Administrator

Cathy Hill, Court Fiscal Services Administrator

Nikki Berry, Court Human Resources Administrator

Kim Carlson, Senior Fiscal Analyst

Jim German, Washoe County Human Resources

Paul McArthur, Comptroller

**SECOND JUDICIAL DISTRICT COURT  
WASHOE COUNTY  
STATE OF NEVADA**

**ADMINISTRATIVE SECRETARY I/II**

\$31,886.40 - \$52,062.40 annual salary (DOE) plus county paid benefits  
(Position to be created from reclassified Court Clerk I/II vacancy)

**Announcement: TBD**

**All applications must be received no later than 5:00 p.m. on TBD**

Interested applicants should apply online at <http://www.washoecourts.com>. Completed applications should be emailed by clicking the green "Email Application" button at the upper, right-hand corner of the application. Include a cover letter, resume and three references. Applications without these items will be considered deficient. Applications may also be faxed to the attention of Court Human Resources at (775) 325-6601 or mailed to Court Human Resources, Second Judicial District Court, 75 Court Street, Reno, Nevada 89501. If you experience problems with the email function, please save the form and email directly to [hr@washoecourts.us](mailto:hr@washoecourts.us). **Resumes will not be accepted in lieu of the completed application.**

The Second Judicial District Court is an Equal Employment Opportunity Employer

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**DEFINITION**

Under general supervision of Court Administration, performs difficult, complex, specialized, and often confidential, law-related office support functions; performs a variety of advanced secretarial, administrative, and clerical duties in support of an assigned office; provides information regarding Court programs, policies, and procedures; performs word processing and data entry support; provides information and assistance to Court staff, attorneys, and the general public. Specific duties and responsibilities may vary significantly depending upon the assignment.

**SUPERVISION EXERCISED**

May exercise some technical and functional supervision over other office employees, interns, and volunteers. May assist in providing leadership and direction to others in the office.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Performs responsible advanced and general secretarial, administrative, and clerical work with accuracy and speed in support of assigned office; types and proofreads a wide variety of reports, contracts, letters, and memoranda from rough draft, verbal instructions,

or recordings using various software applications; may compose routine letters, reports, and legal documents as assigned.

Opens, maintains, and prepares department records, case files, and litigant packets; locates and copies files as needed; reviews new case documents; prepares information intake sheets; prepares and mails correspondence and other documents as required; files documents and reference materials ensuring compliance with Court filing system procedures; maintains active and inactive manuals.

Assists in developing forms, worksheets, and record keeping systems for the collection, dissemination, and maintenance of appropriate unit, program, or department information.

Prepares orders for judicial departments in cases where agreements are submitted to Order; stamps, processes, and files documents as a deputy of the Court for the assigned unit.

Prepares, verifies, and reviews Court forms and reports for completeness, accuracy, and conformance with established program regulations, policies, and procedures; completes a variety of forms.

Maintains accurate and detailed calendar of events, due dates, and schedules as they relate to assigned Court areas; arranges and schedules a variety of meetings; notifies participants; confirms dates and times; reserves sites; prepares appropriate materials; attends meetings; takes and prepares minutes.

Receives calls and visitors; responds to general complaints and complex problems; responds to requests for Court program information from the public; interprets basic Court services, policies, rules, and regulations in response to inquiries and complaints; assists in the resolution of concerns and complaints; refers inquiries to appropriate staff; routes calls and takes messages as appropriate.

May need to establish and maintain a complete set of record keeping and filing systems including financial and operational logs, calendars, chronological records, forms, and reports to ensure accuracy and easy retrieval of information; maintains and updates resource materials, reference materials, and manuals; maintains mailing lists.

May be required to monitor special Court projects, assignments, and activities for assigned unit, program, or department; prepares summaries and reports as assigned; coordinates and prioritizes workflow within the operational unit and in conjunction with other units.

Participates in maintaining an inventory of office supply levels; orders, stores, and issues supplies and materials pertinent to the functions of assigned operational unit; prepares packets of information and data-gathering materials for assigned area; duplicates, collates, and distributes materials.

Operates modern office machines and equipment including computers, typewriters, printers, copiers, scanners, calculators, microfilm machines, and facsimile machines; routinely uses a full range of word processing and spreadsheet computer software applications.

Maintains and accounts for limited office funds including petty cash fund; collects and accounts for fees and charges.

Attends and participates in staff meetings and related activities; attends workshops, conferences, and classes to increase professional knowledge, as necessary.

**OTHER JOB-RELATED DUTIES**

Performs related duties as assigned.

**JOB-RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance Level**

***Knowledge of***

Law office secretarial functions and practices; and

Legal processes, procedures, and practices.

***Ability to***

Work under limited supervision within a framework of standard policies and procedures;

Apply a comprehensive understanding of the organization and operation of the assigned department and the Court when performing assigned duties;

Respond effectively to complex questions from the public and Court personnel regarding policies and procedures for assigned area;

Plan and organize work to meet schedules and timelines; and

Maintain confidentiality and perform duties in a professional manner.

**Entry Level**

***Knowledge of***

English usage, spelling, vocabulary, grammar, and punctuation;

Principles and procedures of record keeping, filing, and office operations; and

Modern office procedures, methods, and equipment including computer equipment and applicable software applications such as word processing, spreadsheet, and database applications.

***Skills to***

Operate modern office equipment including computer equipment; and

Type at a speed necessary for successful job performance.

***Ability to***

Learn the procedures and functions of assigned position;

Learn to explain, apply, and ensure compliance with pertinent federal, state, and local laws, codes, and regulations including administrative and departmental policies and procedures;

Understand and follow oral and written instructions;

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs;

Communicate clearly and concisely, both orally and in writing; and

Maintain effective working relationships with those contacted in the course of work.

**Experience and Training Guidelines**

*Any combination of experience and training that would provide the required knowledge, skills, and abilities may be used to qualify for employment. A typical way to obtain the knowledge, skills, and abilities is*

***Experience***

Three years of responsible general secretarial experience, preferably in a legal environment, or two years of legal secretarial experience.

***Training***

Equivalent to the completion of the twelfth grade, supplemented by specialized secretarial coursework in law office practices.